



BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY
(A Central University)

Vidya Vihar, Raebareli Road, Lucknow-226025

FO/BBAU/2020/50

Date: 09.04.2020

Circular

Head of Departments Bio-Technology/ Zoology/ Energy and Environment/ Human Development and Family Studies/ Physics/ Chemistry/ Mass Communication & Journalism/ Horticulture/ Microbiology/ Pharmaceutical Science, Coordinators Civil Engineering/ Electrical Engineering/ Electronic & Communication Engineering/ Mechanical & Automobile Engineering and OSD Amethi are hereby requested to submit the detailed indents in a single file for the purchase of small equipments (any equipment other than computer , air conditioner, software, furniture etc.) worth Rs 3:00 Lakh for their departments with due procedure latest by 17.04.2020 to the Registrar.

1. All the indents of equipments with proper specifications/ justification/ existing quantity must be recommended by the departmental committee comprising of all the faculty members duly approved by the dean of the concerned school/ Director of the Institute concerned.
2. The PROCUREMENT must be carefully done as per GFR 142-223 under GFR 2017 by Store and Purchase Section. The order must be placed only after pre-audit by Internal Audit, financial concurrence by finance and competent authority.
3. Due to lock down the recommendations of departmental committee may be taken online and documentary evidences must be preserved in the file duly authenticated by Head of Departments.
4. This process must be completed as early as possible as the funds are lapsable, so that all bills, after successful installation, completed in all respect must reach Finance Department on or before 20 May 2020 positively.
5. This circular may be treated as fund availability for above mentioned Departments

Any other Department requiring small equipments may submit their indent with due procedure to Registrar, with proper justifications at the earliest.

This has the approval of the Vice Chancellor.

Finance Officer (I/C)

Copy to:

- 1) All Deans of School/ All Head of Departments/ All Directors/ Controller of Exam
- 2) Registrar with a request to provide digital signature and GeM ID to all Head of Departments and Incharges who may be entrusted to procure Stores to promote decentralised purchase in future.
- 3) All Deputy Registrars/ IAO/ All Assistant Registrars